



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 08–7, Compensatory Time for Travel

Date: May 22, 2008

To: Holders of the Payroll/Personnel Manual

In accordance with the National Defense Authorization Act (Public Law 110–118, January 28, 2008), compensatory time for travel coverage is expanded to Federal Wage System (FWS) employees effective April 27, 2008 (Pay Period 9). The provisions of this act allow FWS employees to earn and use compensatory time for hours spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable. Agencies should refer to the Office of Personnel Management and/or internal agency policies for detailed guidance on when compensatory time for travel is appropriate.

Transaction Code (TC)/Prefix Combinations

The following TC/Prefix combinations should be used to record earned and used compensatory time for travel on an employee's Time and Attendance (T&A) report:

- **TC 32, Prefix 78, Compensatory Travel Earned.** This TC is used to record the hours of time earned for travel during uncompensated non-work hours.
- **TC 64, Prefix 78, Compensatory Travel.** This TC is used to record the hours of compensatory time used that are to be charged against the employee's accrued travel compensatory leave balance.

Employees will forfeit accrued compensatory time after 26 pay periods of it being credited. The National Finance Center (NFC) will automatically delete any balances after 26 pay periods.

Note: This change does not apply to U.S. Capitol Police employees.

For TC entry instructions, refer to Title I, Chapter 7, Section 5, System for Time and Attendance Reporting (STAR) or instructions provided for your T&A entry system.

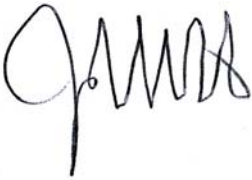
For instructions on adjusting compensatory time for travel balances in the Time Inquiry System (TINQ), please refer to either NFC Bulletin Title I, 05–5, Modifications to TINQ, dated March 10, 2005, or Title I, Chapter 7, Section 4, TINQ.

Compensatory Time for Travel Balances

Compensatory time for travel is displayed in the Information/Research Inquiry System (IRIS) on IRIS Program 139, Compensatory Leave & Rate, with a zero value in the rate field. However, there is no separate field for the compensatory time for travel total balance. Therefore, this balance is included with the regular compensatory time hours in the Total Current Balance field.

Additionally, a separate line will be displayed in the Earnings and Deductions portion of the employee's Statement of Earnings and Leave on the Employee Personal Page to reflect compensatory time for travel accrual and usage information. Compensatory time for travel balance information, however, will be combined with the regular compensatory time balance.

Please refer questions about time and attendance processing to the Payroll/Personnel Call Center at **504-255-4630**. For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative.



JOHN S. WHITE, Acting Director
Government Employees Services Division